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SUBJECT: Procurement and Disposal Authority

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1. Authority to procure supplies, equipment and services, and dispose of surplus property, within provisions contained below, is delegated to the Chief, [REDACTED].

2. Field Procurement Outside the Continental Limits of the United States: Arrangements have been made whereby CIA may procure on a reimbursable basis all available classes of supplies, equipment and/or services from Army and Air Force Installations of the Department of Defense. Reimbursement from CIA will be accomplished by the appropriate installation through the Department of Defense, Chief of Finance, Washington 25, D. C.; Authority: Letter DD-ADMO-2-D-M-400 TS dated 24 October 1946.

3. Programming:

a. For each quarter period of the fiscal year, a table of requirements will be submitted showing, by itemization, estimated need of supplies, equipment and/or services. The Chief of station or designated alternate will prepare and forward the proposed table of requirements through appropriate administrative channels to the Chief, Services Division, AS, for approval on or before the first day of the preceding quarterly period. The table of requirements will indicate, by item, the estimated cost of supplies, equipment and/or services which can be obtained through Department of Defense Installations or other local sources of supply. Remaining items which cannot be obtained locally and require procurement action by Supply Branch, Services Division, Washington, will be listed on Form No. 36-7, "Request for Supplies, Equipment or Services", prepared in quadruplicate, and will accompany the table of requirements. Form No. 36-7 will, after approval by the appropriate administrative office, be directed to the Services Division for necessary action. Four (4) copies of the table of requirements will be submitted with space provided for approval of appropriate administrative office and Chief, Services Division, Washington, D. C. After approval and/or disapproval of any part thereof, which will be noted on all copies, distribution will be made as follows; one (1) copy returned to Chief overseas station; one (1) copy retained by appropriate administrative office; one (1) copy forwarded to Fiscal Division; and one (1) copy retained by Chief, Services Division. The approved table of requirements will be authority to requisition supplies, equipment and/or services through appropriate Department of Defense Installations or other local sources of supply, and will further serve as a basis for encumbrance purposes.

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b. Procurement of supplies, equipment or services in excess of limitations set forth below shall not be effected without the approval of the Chief, Services Division.

4. Procurement:

a. Department of Defense: Procurement of supplies, equipment and/or services will be effected by requisition in the manner prescribed by the appropriate Department of Defense Installation. Requisitions will be signed by the Chief or Acting Chief of station or his duly authorized representative, and will quote the following authority: "Letter AGAO-S-D-M-400 TS dated 24 October 1946". Further, requisitions and all other paperwork pertaining thereto will be classified "SECRET". After receipt of all supplies, equipment or services reflected on a given order, two (2) copies of the requisition indicating the signature of the receiving official and date of receipt will be forwarded to Chief, Services Division, Washington, Attn: Supply Branch.

b. Open Market: Procurement from local sources in the open market for supplies, equipment and/or services (except continuous or recurring services) which are not available from Department of Defense Installations is authorized, provided the cost of same is within the open market limitation of \$1000.00 and were listed on the approved table of requirements. A purchase request, using standard bond paper, will be issued to reflect these transactions and after receipt of the supplies, equipment or services, two (2) copies of the purchase request bearing the signature of the receiving official and date of receipt will be forwarded to Chief, Services Division, Attn: Supply Branch. Payment of invoices for purchases made under this authority will be effected locally in accordance with procedures established by the Fiscal Division.

c. Petty Cash: Petty cash purchases are authorized provided the total cost of each transaction does not exceed \$20.00 and the total monthly expenditure does not exceed \$75.00. Petty cash expenditures will be made from personal funds, reimbursement thereof to be secured through the processing of Form No. SF-1129. Non-expendable equipment acquired as a result of petty cash purchases will be listed on a memorandum, prepared in triplicate, and will reflect the complete description, cost and date of receipt. Two copies of the memorandum will be forwarded through the appropriate administrative office to the Chief, Services Division, Attn: Supply Branch.

d. Emergency Purchases: Procurement of supplies, equipment or services not included in the approved table of requirements may be effected in the event of emergency in accordance with procedures

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prescribed above, provided the cost thereof does not exceed \$100.00 per month nor \$300.00 in any quarterly period; provided further, that reasonable explanation is noted on each requisition or purchase request and sufficient funds are available.

5. Numbering Purchase Requests; Appropriation Symbol and Title:

a. Purchase requests issued to Department of Defense Installations, or other local sources of supply, will be numbered in sequence using a new series of numbers commencing at the beginning of each fiscal year; example:



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25X9A2

On this basis the number of the first purchase request issued at the beginning of the fiscal year by the [redacted] would be [redacted]

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b. All purchase requests through the Department of Defense Installations must list the current fiscal year appropriation symbol and title; example: [redacted]

25X9A2

25X9A2

6. Procedure for Disposal of Surplus and/or Excess Property:

a. Requests for disposal of excess and/or surplus property will, except for provisions contained in paragraph 6b below, be directed to the administrative office, Washington, for concurrence and forwarded to the Chief, Services Division, Attn: Supply Branch for final approval.

b. The Chief of field station or his designated alternate is granted authority to dispose of surplus and/or excess property, provided the acquisition cost of such property does not exceed \$100.00 for each quarterly period of the fiscal year.

c. Methods of disposal of surplus and/or excess property will be discussed with representatives of the Department of State and/or occupational forces, U. S. Army, in order that disposal of such property will be effected in accordance with established policies of the immediate area.

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d. Two (2) copies of all disposition documents will be forwarded to the Chief, Services Division, Attn: Supply Branch.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Signature

Acting Executive

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CONCURRED IN:

Deputy

HEW
Budget Officer

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Asst. Director, *76 May 50*

General Counsel

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cc

Executive CIA

Budget Officer

Asst. Director, OO

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Chief, *76 May 50*

Chief, Admin. Staff

Chief, Services Division ✓

Chief, Fiscal Division

Central Records

Chief, Supply Branch

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